

**POLSON RURAL FIRE DISTRICT
 BOARD MEETING MINUTES**

Fairgrounds Station Number 1

December 19, 2018

6:10 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, John Doty, Dick Wunderlich, R. Jack Clapp, Ron Roberts.

Board trustee absent: None

Staff: Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

Guests/Visitors: Alison Meslin, Matt Dougherty, Cole Bick, Kyle Yankey, Michail Hingiss, Leanna Fillman, Christopher M. Moldenhauer, Cole Blackwell, Blackwell Enterprises, Inc.

Call to Order {00:06} – Chair Nelson called the meeting to order at 6:10 p.m. The Pledge of Allegiance was recited.

Minutes November 14, 2018 Regular Monthly Meeting and December 6, 2018 Special Meeting {00:54} – **Trustee Wunderlich motion to approve November 14, 2018 and December 6, 2018 minutes. Trustee Roberts second.** Public comment: None. December 6, 2018 minutes - Trustee Clapp commented Trustee Wunderlich participated by FaceTime. Trustee Wunderlich requested verification the Station 4 construction contract with Blackwell Enterprises the adjustments include addition of a performance bond. The performance bond is included as an addition in the minutes. **Motion passed unanimously by voice vote.**

Communications {04:17} – Montana State Local Government advised all government entities of the requirement to issue a 1099 to all vendors providing a service in excess of \$600.00 In the past, Polson Rural has issued a 1099 and is in compliance.

Review and Approve Claims {05:25} – **Trustee Wunderlich motion to approve claims. Trustee Roberts second.** Alison Meslin commented on the expenditure for Unit 311-freightliner Chief Gieser assigned a budget line item to track repairs. The expenditure is the parts for the hub. The estimated cost of the parts were \$7,000. Chief Gieser located parts for under \$800.00. **Motion passed by voice vote. Trustee Clapp abstained** (clothing allowance check).

TREASURY REPORT FOR MONTH ENDING NOVEMBER 30, 2018 {07:00} – The November 30, 2018 Lake County Treasurer reports are balanced and current.

FUND # 7245 Operating Fund	\$ 93,321.54
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 68,525.41
FUND # 7246 Capital Improvement Fund	\$ 213,042.27
FUND # 7243 Voted Levy Operating Fund	\$ 13.82

Check numbers 7015 - 7021, both inclusive interim checks \$ 1,941.11

RFB meeting rescheduled – checks issued to avoid late fee

Check numbers 7022 - 7062, both inclusive \$ 4,971.77

Represents total November, 2018 claims \$ 6,912.88

Approved December 19, 2018

Public Safety:

Fire Chief payroll November 9, 23, 2018 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 233.85
Quick books processing fee	\$ 3.50

A1-101 deposits -

Deposit to Fund #7245 Operating Fund:

11/07/18 Receipt #A101-109746

SOM – DNRC – ACH

Invoice 18-391 Garden Creek Fire \$16,552.80

11/15/18 Receipt #A101-109828

Montana State Fund Check #25796727

Policy year 2016 Dividend \$ 2,611.41

Deposit in transit – to Fund #7245 Operating Fund

12/12/18 Receipt #A-101 110124 VFCA Supplemental insurance payment FY 2018 \$450.00

Polson Rural, Big Arm, Irvine Flats Stations, each station \$150.00.

Journal Voucher prepared by Scott Beggs, Lake County Finance -

11-30-18 JV#F-5619 cash fund adjustment in accordance with FY 2018-2019 budget. Transfer included in cash balances month ending 11/30/18.

1) From fund #7245 operating portion of 2018 DNRC wildland revenue \$25,500.00
To fund #7246 capital reserve.

2). From fund #7244 5-mill levy FY 2018-2019 debt service Fairgrounds Stn & admin.
Vehicle \$16,826.46 To fund #7245 operating.

Public comments: None Chair Nelson thanked Bonnie for the report.

CHIEF'S REPORT {13:15} – Chief Gieser reported 15 calls for the 30 day operational period.

Response: 1). Car vs deer 41909 Park Circle Drive; 2). Car vs deer Fulkerson's Corner; 3). Carbon monoxide alarm 33645 Fox Lane; 4). Slash burn 42060 Park Circle Drive; 5). Fire alarm 35675 Minesinger Trail; 6). Slash burn Jette Lake area; 7). Vehicle roll over Ross Lane and Eli Gap Road; 8). Fire alarm 28928 east Matterhorn Road; 9). Vehicle fire Jette Store; 10). Motor vehicle accident 47000 Palmer Road; 11). Vehicle vs Deer mile marker 74 Highway 93; 12). Vehicle tire loss mile marker 63 Highway 93; 13). Vehicle vs deer 37474 Kerr Dam Road; 14). Possible car fire Highway 93 and Caffrey Lane; 15). Bonfire 41260 Forman Road.

Administration:

Correct WEX contact information and replace damaged card

Schedule building meeting

Complete SAM registration form and mail

License second military vehicle WT-311

Meet with building contractor

Submit equipment list to DNRC for Zook grant

Chimney fire training

Repair & Maintenance:

U-301 service unit

Haul and dispose of shop waste oil

Wt-311 repair P/S planetary hub assembly and test 4X4 system, remove 5th wheel plate and roller assembly from chassis rails

E-314 check alternator charge system

Trustee Roberts noted Wt-311 is operable. Chair Nelson thanked Chief Gieser for the report.

MEMBERSHIP REPORT {18:05} – Michael Hingiss reported the annual Christmas party December 8th at the Sports Page was well attended. The volunteers also provided a fire truck for the LDS Church annual food drive. Chair Nelson thanked Michael for the update. Public comment: None

Old Business:

REVIEW FINAL STATION 4 BID & DETERMINE DOWN PAYMENT & LOAN

AMOUNT & AWARD BID {18:40} - Chair Nelson reported Lake County issued building permit #CC 18-24 for 2-acres located at 36300 Caffrey Road, Polson, MT. The permit expiration date is November 30, 2019. The site requires a Mission Valley Power new service application completed by Lake County and Polson Rural Fire District. The easement form needs to be completed. Lake County Attorney Wally Congdon provided an update. Knife River, former owner, of the parcel is required to apply for a DEQ permit with conditions of the bond which involves reclaiming the gravel pit on the tract of land. The DEQ permit is expected in mid January or mid February. The permit will allow the land preparation to begin. Following the proper time line with the Department of Reclamation and Department of Environmental Quality is important to move the station project forward. Cole Blackwell, contractor for the station suggested an addendum to the contract. In the interim period, Blackwell Enterprises will complete the engineering in approximately two weeks. Then when the permits are issued the project will progress at a rapid pace. The steel unit price will be locked in for one-half to two months at the quoted cost. Steel could increase although the engineering will not change. January-February past history steel increase indicates a 2.5 to 3.8 percent increase in steel buildings, which may or may not happen. Shipping cash on delivery will be three to three and one-half months. Mr. Congdon advised a construction addendum is attached. The site is available to store the steel package. Blackwell Enterprises will inspect the package. Trustee Roberts requested a revised copy to sign. **Trustee Wunderlich motion to accept bid \$235,255.83 with revised copy and addendum. Trustee Doty second. Public comment – Alison Meslin noted the project will require insurance with PayneWest Insurance. Motion passed unanimously by voice vote.**

APPROVE RESOLUTION FOR VOTED LEVY 5 MILLS AND 7 YEAR EXTENTION TO

SEND TO ELECTION DEPT {} – Trustee Clapp indicated the amount to be raised annually changed due to reduction in tax revenue regarding Kerr Dam. **Trustee Clapp motion renew the 5 mills for 7 years. Trustee Doty second. Motion passed unanimously by voice vote.**

PUBLIC HEARING AMEND FY 2019 BUDGET {} - Approve wildland revenue budget amendment. Received \$32,639.73, budgeted \$25,500.00. Additional revenue \$7,139.73 to operating fund #7245 for repairs and upgrade equipment. **Trustee Wunderlich motion to approve amending FY 2019 budget. Trustee Clapp second. Public comment: None. Motion passed unanimously by voice vote.** (Resolution #2018-03 attached to minutes).

SELECT MEETING PLACES FOR 2019 - The board suggested to continue meeting periodically in Valley View community. Valley View March & October; Big Arm April, July, November; Polson January, February, May, June, August, September, December. **Trustee Wunderlich motion to adopt the meeting schedule. Trustee Doty second. Public comment: None. Motion passed unanimously by voice vote.**

DISCUSSION ON QRU (Quick Response Unit) LICENSE{} – Trustee Wunderlich indicated the response at Charlo increased 30 percent. During the officers and membership meeting less interest was indicate. Currently eight people included Chief Gieser are certified to respond as a member of the quick response unit. Brad Saloman, PayneWest insurance reported no increase in insurance coverage with QRU added to department responses. The membership will contacted again if they want to participate in QRU. Chair Nelson commented the program needs more research and analyze internal costs.

ADJOURN: {} – Trustee Roberts motion to adjourn. Trustee Doty second. Motion passed unanimously by voice vote.

Chair Nelson thanked everyone for attending

ADJOURN: 7:45 p.m.

**Next regular scheduled meeting January 9, 2019 6:00 p.m.
at Fairgrounds Station Number 1**


Fred Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

568186

Resolution #2018-03 Polson Rural District

**A RESOLUTION TO AMEND BUDGET FOR THE POLSON RURAL FIRE DISTRICT,
POLSON, MONTANA FOR THE FISCAL YEAR 2018-2019.**

WHEREAS, the estimated revenue for DNRC contracted service for wild land response was budgeted at \$25,500. The actual revenue received was \$32,639.73.

NOW THEREFORE BE IT RESOLVED by the Polson Rural Fire Board;
that the unanticipated revenue \$7,139.73 is budgeted in Fund #7245 Operating Fund for equipment repairs.

A public hearing was held during a regular Polson Rural Fire Board meeting, December 19, 2018.

Passed and approved on this 19th day of December 2018.



Fred J. Nelson, Polson Rural Fire Board, Chair



Dick Wunderlich, Polson Rural Fire Board, Secy/Treas

568186

AGENDA

Polson Rural Fire District Trustees Monthly Meeting

WEDNESDAY DECEMBER 19, 2018 6:00 P.M.

Station No. 1 Fairgrounds Station

25-B Regatta Rd.

Polson, MT 59860

Station 1 Phone 406 883 4244

Website lakemt.gov/prfd

TRUSTEE MEETING INCLUDES

COMMENT BY RAISING YOUR HAND

REVIEW MINUTES NOVEMBER 14 AND DECEMBER 6 SPECIAL MTG -	BONNIE
COMMUNICATIONS -	BONNIE
REVIEW & APPROVE CLAIMS -	CHIEF GIESER & BONNIE
TREASURER'S REPORT -	BONNIE
CHIEF'S REPORT -	CHIEF GIESER
MEMBERSHIP REPORT -	CHAIR MICHAEL HINGISS

OLD BUSINESS INCLUDING:

COMMENT BY RAISING YOUR HAND

UPDATE LAND & GROUND WORK & PERMIT -	CHAIR NELSON
REVIEW FINAL STATION 4 BID & DETERMINE DOWN PAYMENT & LOAN	
AMOUNT & AWARD BID -	CHAIR NELSON & TRUSTEE CLAPP
APPROVE RESOLUTION FOR VOTED LEVY 5 MILLS AND 7 YEAR EXTENTION TO	
SEND TO ELECTION DEPT -	TRUSTEE ROBERTS
PUBLIC HEARING AMEND FY 2019 BUDGET	
APPROVE WILD LAND REVENUE BUDGET AMENDMENT. RECEIVED	
\$32,639.73 BUDGETED \$25,500.00 BALANCE OF \$7,139.73 GOES TO GENERAL	
OPERATIONS FUND #7245 FOR REPAIRS AND UPGRADE EQUIPMENT.-	
	TRUSTEE WUNDERLICH AND BONNIE
SELECT MEETING PLACES FOR 2019, WE NOW MEET AT	
STATION 1 POLSON - JAN, FEB, MAY, JUNE, AUG, SEPT, DEC	
VALLY VIEW - MARCH, NOV	STATION 2 BIG ARM - APRIL, JULY, OCT

DISCUSSION ON QRU (Quick Response Unit) LICENSE

EMS RESPONSE, INSURANCE COSTS, DEPT POLICY, ADDED CHIEF'S
RESPONSABILITY -

CHAIR NELSON & CHIEF GIESER

NEW BUSINESS INCLUDING:

COMMENT BY RAISING YOUR HAND

PUBLIC INPUT ON NON AGENDA ITEMS

ADJOURN

** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO
ATTEND AND PROVIDE HELPFUL COMMENTS. OTHER ITEMS NEED TO BE SUBMITTED
TO THE BOARD TEN DAYS IN ADVANCE OF THE MEETING.

568186

Polson Rural Fire District

November, 2018 Claims Approved December 6 & 19, 2018 Mailed 12/20/18

Date	Num	Description	Memo	Category	Amount
12/6/2018	7015	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-62.89
12/6/2018	7016	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-63.30
12/6/2018	7017	S First Bank Card	Truck #311	201 Operating Supplies	-754.14
			Background check	508 Background Checks (New Firefighters)	-14.50
12/6/2018	7018	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-106.38
			Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
			Location #2400744000	315 Electricity - Fairgrounds Station	-409.01
12/6/2018	7019	Republic Services	Acct #3-0889-0014329 Inv #0889-002270305	319 Disposal Service - Fairgrounds Stn.	-60.94
12/6/2018	7020	Valley Journal	Inv#31598 Legal solicit fire stn 4 bids 3 times	330 New spaper legal notice, advertising	-81.55
12/6/2018	7021	S WEX Bank	Truck #301	210 Gas, Diesel,Oil	-159.26
			Truck #318	210 Gas, Diesel,Oil	-45.34
			Truck #300	210 Gas, Diesel,Oil	-124.48
			Truck #308	210 Gas, Diesel,Oil	-16.65
			Truck #313	210 Gas, Diesel,Oil	-29.60
12/19/2018	7022	Jack Clapp	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-90.00
12/19/2018	7023	Drew Hoel	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-95.00
12/19/2018	7024	Will C. Woodger	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-105.00
12/19/2018	7025	Martin Sago	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-95.00
12/19/2018	7026	Derrick Gerke	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-95.00
12/19/2018	7027	Reggie Heiser	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-90.00
12/19/2018	7028	James McKee	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-70.00
12/19/2018	7029	Verner Rose	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-65.00
12/19/2018	7030	Gregg Perkins	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-65.00
12/19/2018	7031	Justin Hoel	Clothing Allow ance 07/01/18 to 11/30/18	00305-Clothing Allow ance	-65.00
12/19/2018	7032	Matt Dougherty	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-105.00
12/19/2018	7033	Ashlee Berens	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-70.00
12/19/2018	7034	Chris Moldenhauer	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-75.00
12/19/2018	7035	Michael Hingiss	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-75.00
12/19/2018	7036	Kyle Yankey	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-85.00
12/19/2018	7037	Brian Loveless	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-80.00
12/19/2018	7038	Will Silverman	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-80.00
12/19/2018	7039	Brendon Schoening	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-70.00
12/19/2018	7040	Hailey Tallmadge	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-65.00
12/19/2018	7041	Cole Bick	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-105.00
12/19/2018	7042	Vince Rubino	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-95.00
12/19/2018	7043	Brad BigSam	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-95.00
12/19/2018	7044	Jeff Veach	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-75.00
12/19/2018	7045	Larry Newell	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-60.00
12/19/2018	7046	Gerald Trombley	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-60.00
12/19/2018	7047	Jane Clapp	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-95.00
12/19/2018	7048	Calvin Swope	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-75.00
12/19/2018	7049	Carol Swope	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-75.00
12/19/2018	7050	Ronnie Swope	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-70.00
12/19/2018	7051	Grant A. Clapp	Clothing Allow ance 07/01/18 to 11/30/18	504 Clothing Allow ance	-65.00

568186

Date	Num	Description	Memo	Category	Amount
12/19/2018	7052	S Davis & Brown CPAs PC	Inv#3179 11/05/18 Electronic pyrl tax dep	345 Payroll Accounting Fire Chief Salary	-8.19
			Inv#3179 11/07/18 Run pyrl w/rpts	345 Payroll Accounting Fire Chief Salary	-15.75
			Inv#3179 11/20/18 Run pyrl w/rpts	345 Payroll Accounting Fire Chief Salary	-19.95
12/19/2018	7053	Jette Services	Inv#034 Nov, 2018 weekly cleaning Fairgrounds Stn	321 Cleaning Services - Fairgrounds Stn.	-125.00
12/19/2018	7054	S Mahugh Fire & Safety, LL	4-Streamlight survivor	201 Operating Supplies	-416.00
			4-Streamlight battery	201 Operating Supplies	-167.20
			Shipping	201 Operating Supplies	-16.36
12/19/2018	7055	Bonnie M. Manicke	AdminAssistantSalary Semi-an'l 7/01/18 to 12/31/18	510 Clerk's Salary - Annual	-1125.00
12/19/2018	7056	S Montana Ace Polson	Inv199340765 Connector 2-PK	201 Operating Supplies	-5.99
			Inv#199345164 Push broom 36"	201 Operating Supplies	-24.99
12/19/2018	7057	Montana Electronics Co.	Inv #1902 Diag w/blue tooth	206 Radios & Pagers, Repair	-65.00
12/19/2018	7058	S Polson Auto Parts, Inc.	Inv#511197 U-300 Weatherstrip	211 Vehicle Repair & Maint Supplies	-6.54
			Inv#512611 WT-311 SNAP RINGS	211 Vehicle Repair & Maint Supplies	-2.92
			Inv#312656 WT-311 4-1 qt syngearoil	211 Vehicle Repair & Maint Supplies	-45.16
12/19/2018	7059	S Stine Electronics, LLC	4-Minitor VI Batteries	206 Radios & Pagers, Repair	-84.00
			4-Minitor V Batteries	206 Radios & Pagers, Repair	-80.00
			Shipping	206 Radios & Pagers, Repair	-10.00
12/19/2018	7060	S Valley Business Sys	131A magenta cart purchased 4/9/18	220 Office Supplies	-100.00
			131A cyan cart purchased 4/9/18	220 Office Supplies	-100.00
			131A yellow cart purchased 4/9/18	220 Office Supplies	-100.00
12/19/2018	7061	Valley Journal	Inv#31962 LegalBudgetAmd. public hearing 2 times	330 New spaper legal notice, advertising	-8.05
12/19/2018	7062	S Wal Mart Polson	Inv#003505 2-super tech wash U-301	211 Vehicle Repair & Maint Supplies	-3.56
			Inv#003505 1-5 qtr oil U-301	211 Vehicle Repair & Maint Supplies	-25.47
			Inv#003505 oil filter U-301	211 Vehicle Repair & Maint Supplies	-6.64

Dec 6 & 19, 2018 Total Claims	-6912.88
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